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Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: First Alaskans Institute	
Name of Project: Summer Internship	
Reporting Period: 7/1/2008 – 9/30/2008	
Contact Person: Memry Dahl	
Contact Number: 677-1700	Email Address: memry@firstalaskans.org
Expenditures to date:	
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.	
Signed by: <u>Ma Dahl</u>	Dated <u>11/12/08</u>

1. In a few sentences, please describe the scope of your project:

First Alaskans Institute's project provides 28 Alaska Native or rural Alaskan junior, senior, or graduate college students with a 10-week summer internship opportunity within a partner employer in the students' field of study and interest. A central component of the internship is the leadership training seminars which the interns participate in during the internship. Additionally, the Institute tracks the long-term career/work placements for all interns.

2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

This quarterly report covers the implementation of the 2007 summer intern project to meet the project objectives of assisting Alaska Natives and other rural residents in acquiring the skills and training necessary to participate fully in private sector business and economic development opportunities through fellowships, scholarships, internships, public service programs and other leadership development activities. This report includes these components: Leadership Fridays Schedule and Implementation, information on the Web

Based Tracking Database, File Maintenance and Record Keeping, Site Visits/Intern Communications, Evaluations, and Continuous Improvement Processes and Planning for next year's winter and summer programs.

Funds from this award were used to support approximately 7 weeks of the 2008 summer intern program. This program was also supported by 28 employer contributions (\$52,000 cash, \$4,000 in-kind), corporate contributions (\$31,500) and in-kind contributions from First Alaskans Institute. For a total additional \$87,500 matching contributions not including the in-kind support from First Alaskans.

Leadership Fridays Schedule and Implementation

In addition to the management level placements at the partner organizations, a critical component of the internship project is leadership training conducted by First Alaskans staff and expert presenters. These "Leadership Friday" sessions were conducted the first and last full weeks, and every other Friday afternoon during the course of the 10-week program. Using the recommendations from our previous 4 years of interns and employers, an agenda was developed for the Leadership Friday sessions to include exposure to:

- The history of the State
- Historical impacts of legislation like the Organic Act, Allotment Act and ANCSA on the State and Native community
- An historical and current data review of the status of Alaska's Natives
- Personal Development training
- Components of High Performing Organizations
- Leadership Development and Qualities of Leaders
- Politics and Public Policy Development
- Culture and Native Values
- Importance of Service Learning

The 9 interns located outside of Anchorage participated via teleconference and web-casting which allowed for more interactive participation through visual contact.

The above presentations were recorded for future use in communications and for use by interns and employer partners as requested.

The entire 10-week agenda has been included for reference. Again, please note that this award funded 7 weeks of the intern program.

Files Maintenance and Recordkeeping

Files, including copies of required DC forms, are being maintained for each intern, along with the requirements for financial recordkeeping. These forms include: Denali Training Fund application, press release form, HR files (application packet, resume, reference letters, transcripts, copies of timesheets and leave forms, any notes pertaining to meetings with intern and mentor (professional development, counseling)), site visit evaluations, correspondence from mentors that pertain to interns' performance such as compliments, updates, tax forms, program work plans.

Site Visits/Intern Communications

The intern coordinator visited most of our intern work-sites at least once during the 10 week period for mid-session monitoring and to take photos. The interns are also included in First Alaskans newsletter distribution by monthly profiles and our electronic newsletter.

Evaluation and Continuous Improvement

To assess the effectiveness of the project, weekly evaluations of the Leadership Development sessions were administered and tallied. An overall debriefing session was held with the interns to receive input on how to improve future programs. A copy of this report is available upon request.

Interns evaluated each week's Leadership Friday sessions, this information will be used to develop the 2009 leadership training agenda and to identify speakers that are most effective in delivery of the content areas. Several speakers received near perfect scores. In addition to content and usefulness of the information, interns were asked to evaluate First Alaskans' staff and our communications with them and preparations for the sessions with the intent of making improvements for future programs.

Evaluations completed by the employers also revealed a high level of satisfaction. When asked if an employment opportunity arose, would they hire the intern as a regular employee, all but one stated they would. Employers who completed evaluations also stated unanimously that they would participate in the summer internship program again if given the opportunity.

Ongoing and regular contact between the Intern Coordinator and mentor, and intern was maintained throughout the 10-week internship via telephone, email and in - person meetings. This had a beneficial result of being able to proactively address the few workplace or other supervisory situations when they arose. There were no major incidents and there was a 99% completion (28 out of 29 interns) of the participants through the end of the program. NOTE: the one intern that did not complete was due to a medical condition.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

The next quarter's report will include:

- complete evaluation and improvement suggestions from Leadership Fridays, employers and interns;
- continue this successful program through additional funds secured through the Denali Commission Training fund;
- recruitment of employers, interns, and corporate sponsors, and;
- planning for the 2009 summer intern program.

4. a. How many are in your training program during this reporting period?

29

b. How many people have been trained and/or certified to date from this grant?

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete
* See attached					

Please copy and use another sheet if you need more spaces.

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

None

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

Individual employers require competencies for their employees. Interns are pre-screened and interviewed prior to participating in the internship program. Interns are also evaluated both midway and at the completion of the 10-weeks, as well as yearly after participation in the program.

8. Please identify areas that we can assist you in the future.

Assist in identifying partner employers and communities for intern placements. Assist with recruitment and program evaluation as appropriate.